

(17) Record

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OCA FILE DCI

NOTE FOR: Bill Baker
FROM: Dave Gries
SUBJECT: DCI/Communicating with Employees

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Further to our various discussions and to my recent conversation with the Director, here are a few thoughts.

Written Communications

- Each Directorate and independent office is preparing a statement of goals for 1988. The Director could use these statements, together with his own contribution, to prepare a statement of goals for the Agency. Such a statement could then form the basis for a series of discussions between the Director and small groups of officers selected from among his ☐ program managers.

- Every effort should be made to find opportunities for the Director to send personal notes of congratulations to employees who have been recognized for excellence. The Deputy Directors and heads of independent officers could be charged with collecting the necessary information.

Oral Communications

- The Director should meet informally over breakfast or lunch with small groups of officers selected by the four Deputy Directors and the heads of independent offices.

- For example, a breakfast could be set up with six or seven Directorate of Operations Career Trainees who have just completed an overseas tour.

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- Another such meeting could be organized around middle-grade officers from, say, the Directorate of Science and Technology who have been awarded cash bonuses during 1987.

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- The Director, accompanied only by [] or [] should pay unannounced visits to components around the building. The seventh floor National Intelligence Daily editorial room is a good place to start. The National Intelligence Council and the Inspector General's offices (to underscore his interest) are other possibilities.

- Announced visits would also be productive. The Deputy Directors could make suggestions.

- There are a number of management Advisory Groups throughout the Agency. Many of these offer a convenient vehicle for the Director to make a personal appearance and meet a cross-section of our population.

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